

## EMPLOYMENT OPPORTUNITY ANNOUNCEMENT

DEPARTMENTS OF THE ARMY AND AIR FORCE  
OFFICE OF THE ADJUTANT GENERAL  
NORTH CAROLINA NATIONAL GUARD  
HUMAN RESOURCES OFFICE  
4105 REEDY CREEK ROAD  
RALEIGH, NORTH CAROLINA 27607-6410

ANNOUNCEMENT #: ARNGT 08-21

OPENING DATE: 18 January 2008

CLOSING DATE: 19 February 2008

ANTICIPATED FILL DATE: 23 Mar 08

### POSITION TITLE AND NUMBER

Materials Handler (Exc Indef)  
PDCN 70165000, MD #: 1625-715V

### UNIT/ACTIVITY AND DUTY LOCATION

United States Property & Fiscal Office-SS (USPFO-SS)  
NCARNG, Raleigh, North Carolina

### GRADE AND SALARY

WG-6907-06 \$15.47 - \$18.02 per hour

### EMPLOYMENT STATUS

Excepted Service

**WHO CAN APPLY:** The area of consideration for this announcement is the STATEWIDE. Applications will only be accepted from current Excepted employees of the North Carolina National Guard, current military members of the North Carolina National Guard and individuals who are eligible and willing to enlist in the North Carolina Army National Guard.

**HOW TO APPLY:** Interested applicants may apply by submitting an Application for Federal Employment (Standard Form 171), Optional Application for Federal Employment (Optional Form 612), resume or any other form of application. It is required that the Knowledge, Skills and Abilities (KSA) listed below be addressed and attached to the application. The application and KSA Statement should be mailed to the North Carolina National Guard, ATTN: OTAGNC-HRO, 4105 Reedy Creek Road, Raleigh, NC 27607-6410, to be received not later than the close of business on the above indicated closing date. **NOTE: Information that must be provided when applying for a technician position is as follows:** announcement number; name; address; telephone number; social security number, date of birth; citizenship; education; work experience; and other job-related qualifications. For more information, call 1-800-621-4136 ext. 6172 / 6431.

**QUALIFICATION REQUIREMENT:** Must have 18 months specialized experience which demonstrates that the applicant has acquired the below listed KSA's. The application or resume must reflect the required 18 months experience. Education may be substituted for experience when applicable and the appropriate transcripts are submitted with application. Inservice placement actions will be considered when applicable.

### KNOWLEDGE, SKILLS ABILITIES (KSA'S)

Below are listed the KSA's for this position. Applicants must address each KSA individually in paragraph format by explaining any civilian and military work experience (*with inclusive dates that reflect 18 months of specialized experience*) that provided that KSA. It is required that this statement be attached to the application. Failure to do so will result in the applicant not being considered for this position. For more information or assistance, call 1-800-621-4136 ext. 6172 / 6431.

1. Ability to organize and arrange stock within a warehouse.
2. Knowledge of how to consolidate and arrange material to maximize storage area.
3. Knowledge of shipping, receiving, and storage documents and disposition.
4. Skill in selecting, consolidating, packing and preparing material for shipment.
5. Knowledge of inventory procedures and the process necessary to reconcile discrepancies.

**CONDITIONS OF EMPLOYMENT:** 1. Occupants of this position must maintain continuous military membership in the North Carolina Army National Guard (NCARNG). NCARNG status (military grade, MTOE or TDA assignment, MOS/SSI, military unit) and experience must be entered on the application. The recommended applicant will not be approved for appointment until they occupy a compatible MOS in the NCARNG shown under Military Assignment on the reverse side of this announcement. 2. The applicant selected for this position will be required to participate in the Direct Deposit/Electronic Fund Transfer Program. 3. The recommended applicant will not be approved for appointment until the appropriate physical examination is completed.

**MILITARY ASSIGNMENT:** Assignment to a compatible Enlisted position in the NCARNG is mandatory. (CMF 63, 89, 92, MOS 88H/M.N/Z, 92F)

**EVALUATION FACTORS USED:** Personal interviews, review of application and the KSA Statement.

**PRINCIPAL DUTIES AND RESPONSIBILITIES:** Loads and unloads materials. Inspects and inventories materials for serviceability and quantity. Checks, assembles, and processes documents, and routes materials and equipment to correct locations or storage areas. Locates, accesses, loads, and moves material for shipment and verifies or prepares documents either manually or by using automated equipment such as computer terminals and bar code wands to read, store, track, and prepare materials documentation. Examines items being turned in to determine classification, serviceable condition, and reparability and tags accordingly. May be required to prepare and type a variety of supply documents or reports. Prepares shipping and inventory documents with required data for manual or automated inventory systems. Loads and unloads shipments from trucks, rail cars, and other material conveyances using fork lifts, manual and mechanized pallet jacks, side loaders, and/or sticker cranes. Participates in annual and cyclic inventory. May pack, crate, stencil, weigh and band equipment and supplies, equipment or hazardous material for shipment or storage. May operate warehouse tractors, fork lifts, tugs and trucks, and other general purpose vehicles and perform routine operator maintenance. May use pliers, screwdrivers and other simple hand tools to make repairs or adjustments or replace missing components on equipment. May work in hazardous materials storage areas which require the use of specialized handling and storage procedures as required by regulatory and safety requirements. May maintain property book and hand receipts. Performs other duties as assigned.

**INSTRUCTIONS TO COMMANDERS/SUPERVISORS:** This position vacancy announcement will be given the broadest possible dissemination. A copy of this announcement will be posted to your unit/activity bulletin board.

**ADDITIONAL INSTRUCTIONS:**

1. Applicants are requested to identify, on a separate sheet of paper, their race and national origin from one of the following categories; Male or Female; American Indian or Alaskan native; Asian or Pacific Islander; Black, not of Hispanic origin; Hispanic; White, not of Hispanic origin. Submission of this information is voluntary and will be used in support of the NCNG Equal Employment and Affirmative Action Programs. 2. Participants in the Selected Reserve Incentive Program will be administered as prescribed by NGB Pamphlet 600-15. 3. A permanent change of station (PCS) will not be authorized for the individual selected for this position unless agreed upon in advance by HRO and a PCS order is prepared prior to effective date. 4. Males born on or after 1 January 1960 must be registered with the selective service in order to be considered for federal employment. 5. This position is to be filled indefinite. Individual selected may be terminated from employment upon receipt of a 30 day notice if shortage of funds or workload so dictates. Selected individual will be eligible for retirement and insurance benefits. Selected individual may be non-competitively converted to a permanent status if this position becomes permanently funded.

**DISTRIBUTION:**

A, B, C-3, G-25, H-3, J-3, K-3, M, N-12, P-9, Q, W-2, Y-2, R: HRO-1, AGAV-1, AGCS-3, DCSANG-1, DCSLOG/G4-4, DCSOI-3, DCSPER-3, FMCB-2, IG-1, SCSM-1, SRAA-1, VCSOP-1

**INFORMATION SUBMITTED WILL BE USED ONLY IN ACCORDANCE WITH THE PRIVACY ACT OF 1974**